

Department of Finance

Performance Management Plan





July 1, 2000 Julie 00, 200
Employee's name:
Supervisor's Name:
FUNCTIONAL JOB DESCRIPTION
Briefly describe the job's primary purpose or contribution to the department/line of pusiness/program and include necessary areas of specialization and education as well as echnical and physical requirements.)
FOCUS AREAS: (List 3-5 job responsibilities/areas of concentration that will help achieve you program's results during this review cycle.)
MAINTENANCE AREAS: (List major responsibilities that are routine in this job)

SUPERVISORY RESPONSIBILITIES

(If this job supervises others, give the name of the business unit or division managed and the number of employees supervised. If there are subordinate supervisors, include them also.)



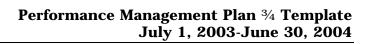
<u>Job Plan</u>
Focus Area Description:
Department Goal:
Line of Business:
Program:
Key Result (Program):
Performance Measure:
Strategies: (list major tasks of focus area; include deadlines)
Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc <u>please be specific</u>)
Employee's Comments:
Supervisor's Comments:



Job Plan
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Department Goal:
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Key Result (Program):
Performance Measure:
Strategies: (list major tasks of focus area; include deadlines)
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Employee's Comments:
Supervisor's Comments:
Supervisor 5 Comments.



Job Plan **Focus Area Description: Department Goal: Line of Business: Program: Key Result (Program): Performance Measure: Strategies:** (list major tasks of focus area; include deadlines) **Supervisor's Responsibilities:** (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc.- please be specific) **Employee's Comments: Supervisor's Comments:**





Development Plan

Focus Area Description:
■ Desired ■ Required (double click on box to check or uncheck)
Department Goal:
Line of Business:
Program:
Key Result (Program):
Performance Measure:
Strategies: (list major tasks of focus area; include deadlines)
Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc please be specific)
Employee's Comments:
Supervisor's Comments:



Development Plan

Focus Area Description:
☐ Desired ☐ Required (double click on box to check or uncheck)
Department Goal:
Line of Business:
Program:
Key Result (Program):
Performance Measure:
Strategies: (list major tasks of focus area; include deadlines)
Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources time, advice, attendance at meetings, support, approvals, training, etc please be specific)
Employee's Comments:
Supervisor's Comments:



"Win/Win" Agreement

We	(employ	zee and	supervisor)	agree	on	the	attac	hed	•
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- Functional Job Description;
- Focus Areas;
- Job Plan; and
- Development Plan.

We agree to fulfill our commitments as stated in this Performance Management Document for the review cycle. This review cycle will commence on July 1, 2003 and end on June 30, 2004.

Date	
Date	
Date	
Date	